



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AUDIT EXAMINATION OF THE  
WAYNE COUNTY CLERK**

**Calendar Year 1998**

**EDWARD B. HATCHETT, JR.  
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Edward B. Hatchett, Jr.  
Auditor of Public Accounts

To the People of Kentucky  
Honorable Paul E. Patton, Governor  
John P. McCarty, Secretary  
Finance and Administration Cabinet  
Mike Haydon, Secretary, Revenue Cabinet  
Honorable Bruce Ramsey, Wayne County Judge/Executive  
Honorable Carol Jones, Wayne County Clerk  
Members of the Wayne County Fiscal Court

The enclosed report prepared by Donna Bouvier, Certified Public Accountant, presents the statement of receipts, disbursements, and excess fees of the County Clerk of Wayne County, Kentucky, as of December 31, 1998.

We engaged Donna Bouvier, CPA, to perform the financial audit of this statement. We worked closely with the firm during our report review process; the resulting audit comports with our reporting format. As part of the audit, Donna Bouvier, CPA, evaluated the Wayne County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Enclosure

AUDIT REPORT OF  
WAYNE COUNTY CLERK

Calendar Year 1998

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Independent Auditor's Report

I have audited the statement of receipts, disbursements, and excess fees of the County Clerk of Wayne County, Kentucky, for the year ended December 31, 1998. This financial statement is the responsibility of the County Clerk. My responsibility is to express an opinion on this financial statement based on my audit.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As described in Note 1, the County Clerk is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

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(Continued)

In my opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 1998, in conformity with the basis of accounting described above.

In accordance with Government Auditing Standards, I have also issued a report dated November 30, 1999, on my consideration of the County Clerk's compliance with certain laws and regulations and internal control over financial reporting.

Donna Bouvier  
Certified Public Accountant

November 30, 1999

WAYNE COUNTY  
CAROL JONES, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 1998

<u>Receipts</u>				
State Fees for Services		\$ 9,806		
Fiscal Court		11,104		
Licenses and Taxes:				
Motor Vehicle-				
Licenses and Transfers	\$ 392,698			
Usage Tax	859,442			
Tangible Personal Property Tax	833,078			
Licenses-				
Fish and Game	5,533			
Marriage	7,280			
Occupational	1,629			
Lien Fees	4,338			
Deed Transfer Tax	31,179			
Delinquent Tax	59,491	2,194,668		
Fees Collected for Services:				
Recordings-				
Deeds, Easements and Contracts	\$ 17,590			
Real Estate Mortgages	23,481			
Chattel Mortgages and Financing Statements	85,329			
Miscellaneous Recordings	20,724			
Charges for Other Services-				
Candidate Filing Fees	1,930			
Copywork and Miscellaneous	2,672	151,726		
Other:				
Fax Work	\$ 935			
Refunds	2,190	3,125		
Interest Earned		3,808		
Gross Receipts Carried Forward				\$2,374,237

WAYNE COUNTY  
CAROL JONES, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
Calendar Year 1998  
(Continued)

Gross Receipts Brought Forward				\$2,374,237
<u>Disbursements</u>				
Payments to State:				
Motor Vehicle-				
Licenses and Transfers	\$ 295,517			
Usage Tax	833,018			
Tangible Personal Property Tax	316,968			
Licenses-				
Fish and Game	5,451			
Delinquent Tax	9,129			
Legal Process Tax	24,603			
Candidate Filing Fees	930	\$ 1,485,616		
Payments to Fiscal Court:				
Tangible Personal Property Tax	\$ 64,376			
Delinquent Tax	5,831			
Deed Transfer Tax	29,379			
Occupational Licenses	1,373			
Miscellaneous	58	101,017		
Payments to Other Districts:				
Tangible Personal Property Tax	\$ 418,180			
Delinquent Tax	27,370	445,550		
Payments to Sheriff		2,580		
Payments to County Attorney		9,545		



WAYNE COUNTY  
CAROL JONES, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
Calendar Year 1998  
(Continued)

<u>Disbursements</u> (Continued)				
Operating Disbursements and Capital Outlay:				
Personnel Services-				
Deputies Salaries	\$ 123,129			
Contracted Services-				
Printing and Binding	3,754			
Supplies and Materials-				
Office Supplies	3,942			
Preparation of Delinquent Tax List	571			
Other Charges-				
Conventions and Travel	1,170			
Dues	450			
Postage	236			
Equipment Maintenance	437			
Refunds	5,090			
Capital Outlay-				
Office Equipment	4,717	\$ 143,496		
Total Disbursements				\$ 2,187,804
Net Receipts				\$ 186,433
Less: Statutory Maximum				48,726
Excess Fees				\$ 137,707
Less: Expense Allowance				3,600
Excess Fees Due County for				
Calendar Year 1998				\$ 134,107
Payments to County Treasurer-August 24, 1998		\$ 50,000		
January 14, 1999		70,000		
September 9, 1999		14,107		134,107
Balance Due County at Completion of Audit				\$ -

The accompanying notes are an integral part of the financial statements.

## NOTES TO FINANCIAL STATEMENT

WAYNE COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 1998

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official utilizes a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to Kentucky Revised Statute (KRS) 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, Kentucky Revised Statute 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

WAYNE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 1998  
(Continued)

NOTE 2: EMPLOYEES RETIREMENT SYSTEM

The county officials and employees have elected to participate in the County Employee Retirement System pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement System. This is a multiple-employer public retirement system which covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 8.65 percent.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement System's annual financial report which is a matter of public record.

NOTE 3: DEPOSITS

The County Clerk maintains deposits with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to law, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. The County Clerk met the requirements stated above, and as of April 7, 1999, deposits were fully insured or collateralized at a 100% level with collateral held by the county official's agent in the county official's name.

NOTE 4: LEASE

The office of the County Clerk is committed to a lease agreement with Xerox Corporation for a copier. The agreement requires a monthly payment of \$195 for 60 months to be completed in September, 1999. The total balance of the agreement is \$1,758 as of December 31, 1998.

REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Bruce Ramsey, County Judge/Executive  
Honorable Carol Jones, Wayne County Clerk  
Members of the Wayne County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

I have audited the Wayne County Clerk as of December 31, 1998, and have issued my report thereon dated November 30, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Wayne County Clerk's financial statement as of December 31, 1998, is free of material misstatement, I performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Wayne County Clerk's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statement and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

Honorable Bruce Ramsey, County Judge/Executive  
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Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

This report is intended for the information of management. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Donna Bouvier  
Certified Public Accountant

November 30, 1999